

# CITY OF HOLTVILLE JOB DESCRIPTION

TITLE: WWTP0 1 / ENVIRONMENTAL COMPLIANCE INSPECTOR  
DEVELOPED: 07/12/2016  
APPROVED:  
DEPARTMENT: PUBLIC WORKS

## **POSITION SUMMARY:**

This position is responsible for operating and maintaining a secondary treatment municipal wastewater treatment plant, and conducting Pretreatment Program activities for the City of Holtville.

## **REPORTING RELATIONSHIPS:**

This position functions under the general supervision of the Water/Wastewater Operations Supervisor.

## **EXAMPLES OF RESPONSIBILITIES:**

1. Performs routine on-site inspections of commercial/industrial sewer users to ensure compliance with City Sewer Use Ordinance, and Pretreatment Program requirements.
2. Monitors wastewater treatment plant processes and equipment; ensures efficient and effective process control.
3. Collects samples at the treatment plant and collection system for laboratory analysis and maintains records.
4. Routinely inspects, operates, and maintains sewage and storm water pump stations and keeps records.
5. Completes and submits regulatory compliance reports as required by EPA and Regional Board.
6. Performs routine servicing and maintenance of all wastewater plant and related equipment. Performs repair work as needed.
7. Provides additional support to city public works when necessary as assigned.
8. Serves on call twenty four hours a day to respond to emergencies at the water plant or in connection with the water system
9. Completes assigned tasks and other duties as directed.

## **QUALIFICATION GUIDELINES:**

### **Education**

Equivalent to a high school diploma, supplemented by at least 2 college semesters of formal instruction in wastewater treatment related courses.

### **Experience**

Minimum of one-year experience in the maintenance and operation of a secondary treatment wastewater facility and/or sewer collection system, as well as one-year experience performing Pretreatment Program related activities.

### **Knowledge**

The qualified candidate must be knowledgeable in wastewater sampling procedures; secondary treatment process control, and regulatory reporting.

Must be knowledgeable with SUO / FOG Program requirements, as well as **Pretreatment Program** policies and procedures, such as performing facility inspections, sampling, and reporting activities.

Perform process control calculations; diagnose and solve routine operational, electrical and mechanical problems involving wastewater treatment plant equipment

Must be knowledgeable with Microsoft Word, Excel, and related computer software for writing reports, spreadsheets, and other documents as needed.

Must also possess a basic working knowledge of plumbing, electrical, welding, and mechanical and trades.

### **Abilities**

Ability to work in extreme outdoor weather conditions, and exposure to noxious odors, gases and wastes.

Ability to climb stairs, ladders, and lift minimum 50 lbs.

Able to work at night or on weekends on an on call basis to perform emergency maintenance and repair assignments as needed.

Able to communicate and work cooperatively with coworkers, supervisors and the general public; understand and carry out oral or written instructions and safety procedures.

Operate a variety of hand and power tools, but not limited to, electric motors, gas and diesel powered engines, generators, air compressors, and heavy automotive equipment.

### **Licenses and Certifications required**

Possession of a Grade 1 Waste Water Treatment Plant Certificate issued by the State of California and possession of a valid California Class C driver's license with an acceptable driving record.

Must obtain a CWEA Environmental Compliance Inspector level 1 certificate within two years of employment.